Parent Guidelines

Evening High School Online Registration

There are two different types of registrations for Evening High School (EHS).

- **Concurrent** students are students who will be attending classes at the day school as well as classes in EHS.
  - Your School Counselor will recommend EHS classes to take. Following the directions below, the parent/guardian will be able to accept the seat or choose to be waitlisted for the class, as well as make a payment.
  - If you receive the following error message, please contact your child’s school counselor to make sure that they have entered a form for your student.
    
    **Error:** A student matching the given information was not found.

  - **Once the parent/guardian has submitted the form, you cannot go back and make changes. Please make sure to review the form and your choices before clicking submit.**

- **Non-Concurrent** students are students who are choosing to attend classes solely at EHS and will be withdrawn from their current day school.
  - You will be contacted by EHS once your transfer packet has been received from the day school in order to complete the registration process.

**Accessing the public/parent online Evening HS Registration System**

1. Click on the link to register for the Evening High School.
   a. This will be available September 14, 2020 for non-concurrent registrations and graduating seniors; it will be available starting September 16, 2020 for all other and be available until registration is closed. Please visit the Evening High School webpage at [https://www.aacps.org/Page/1320](https://www.aacps.org/Page/1320) website for more details.

You will see the Evening High School registration system once clicking on the link. The online system will provide instructions to guide you through completing the registration process.
2. Scroll down until you see the list of Open Program Registrations. Click the blue Begin Form button for the program you would like to register for.
   a. If you do not see Evening High School, please contact the Evening High School Campus your student is wishing to attend for further assistance.

3. You will need to enter your student’s **Student ID** and **Date of Birth** then click **Submit**. Please verify that you have the correct student.
   a. If you receive the following message, “A student matching the given information was not found”, please contact your student’s **counselor**.
      i. Either the counselor has not created a record for your student or
      ii. The information that you entered does not match what the school has in the system
         1. If information is updated in PowerSchool, there is a 24 hour turn around before you would be able to submit.

4. You will now see the classes that have been recommended for your student and the campuses for which they are available. At the bottom you will be able to select which campus you would like to attend for Monday/Wednesday and/or Tuesday/Thursday. Click **Submit**.
5. **Verify** each line under the **Parent/Guardian Information** section by choosing **Update** or **Accurate**. If you select update, you will have the ability to enter updated information for each field listed.

![Parent/Guardian Information](image)

6. You will then see the classes that your student was recommend for and what periods they are offered in the **Class Availability** section.

7. In the **Class Selection** section, parents will use the period dropdowns to select the class they would like the student to attend.
   a. All FOUR periods will need to either have a course or No Selection chosen in order to complete the registration.
   b. If you have chosen to only attend on M/W or T/TH then you only see four dropdowns. If you have chosen both M/W and T/TH then you will see eight dropdowns.
   c. **NOTE**: only classes that were recommended and still have seats open, will appear under the period that they are available. Once a class is full, you will contact the campus that you wish to take the course at.
   d. Classes are only offered as specific times at specific campuses, think of this as building your actual schedule for EHS.

![Class Selection](image)

8. It is **optional** to upload **Parent/Guardian Proof of Identity**.
There are several questions that will need to be answered under the Upload Supporting Documentation section.

9. Select **Yes** or **No** to receiving **government assistance**. If you choose **yes**, you **will need to upload the document to proceed**. (Further assistance on uploading a document can be provided by the EHS campus).

10. Select **Yes** or **No** regarding having **AACPS device or personal device for use at home**.

11. You will need to **accept the payment disclaimer**.

12. As a Parent/Guardian you will need to **type/enter their name into the signature box** and click **submit**.

13. You will then be directed to the payment piece. In the yellow bar you will see the payment amount due. To pay by check or money order please send it to the address listed on the screen. For electronic payment please use the online payment option. If there are any questions about the payment, please contact the campus that your child would be attending.

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**Confirmation**

Thank you for your submission. Please print this page for your records.

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Pay by Check or Money Order

Checks returned because of insufficient funds may result in the student’s withdrawal from the summer program. A $25 processing fee is charged for returned checks.

Make checks payable to Anne Arundel County Public Schools. The check or money order should have the name of the student and registration confirmation number printed on it. Send payment to:

**Evening High School, c/o AACPS**
2644 Riva Road, Annapolis, MD 21401
Attn: Kim Kavanaugh

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Pay Electronically

A 4% service and handling fee is applied to payments made using OSP.

Parents of AACPS students may pay with credit or debit card electronically upon completion of online registration using the AACPS Online School Payments application.

Pay Online